

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PROBATION OFFICER**

Jurisdictional Class: **Competitive**
Date Adopted: **08/08**
Date Revised:
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **16**

DISTINGUISHING FEATURES OF THE CLASS: This is the beginning position at the professional level in probation work. The duties require the application of modern social work techniques in making evaluations of adults or juveniles and in supervising persons on probation. A probation officer is called upon to exercise sound professional judgment in analyzing data and in making recommendations concerning court dispositions. He/she assists persons on probation and other persons whom the probation agency services. A probation officer works under supervision of a higher ranking professional employee and may help to supervise the work of probation assistants, probation officer trainees, or volunteers. Appointments to this title are automatically made of probation officer trainees who have satisfactorily completed one year of service. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

May be assigned to an intake unit to evaluate matters for adjustment at the intake level or to perform supervision of persons in lieu of court action;
Obtains and analyzes social and legal data and prepares reports in relation to matters pending in the courts concerning persons awaiting disposition by the courts;
Interprets conditions of sentence to persons placed under probation supervision, supervises such individuals by ascertaining compliance with conditions of probation, and counsels and assists them in problems related to compliance and to the maintenance of lawful behavior in the community;
Prepares progress reports on persons under supervision and periodically reviews case histories to determine degree of adjustment;
Prepares violation reports and testifies at delinquency hearings;
Establishes and maintains contact with other social law enforcement agencies and cooperates with them in matters of mutual interest;
Helps to maintain a variety of records utilized by the probation office;
Assists in supervision of probation officer trainees, probation assistants and volunteers.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS: Basic knowledge of social sciences, including sociology, psychology and economics; basic knowledge of social service programs and other community resources; basic knowledge of laws pertaining to probation work and functions and procedures of Family and Criminal courts; basic knowledge of factors related to crime and delinquency; good judgment in dealing with people; ability to understand, interpret and prepare written material.

MINIMUM QUALIFICATIONS:

(A) Master's degree in social work, education, administration, law, sociology, psychology, criminology or a related field; **OR**

Last Reviewed: n/a
Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a

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(B) Bachelor's degree and two years experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric or medical social work, or related work: **OR**

(C) An acceptable combination of training and experience as defined by the limits of (A) and (B).

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

PROMOTIONAL QUALIFICATIONS:

Satisfactory completion of one (1) year service as probation officer trainee.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.